



Community Leader Job Description FALL 2025- SPRING 2026

About Us

The Department of Residential Life is committed to providing a place of belonging for the residential students at Jacksonville University. We act as champions for our residents, seeking to create a safe space where every person is honored and celebrated in their individuality and personal identity.

The Role

Community Leaders (CLs) play a vital role in enhancing the Residential Life staff experience. Collaborating closely with professional staff in their assigned building, they contribute to fostering a positive culture within their designated hall communities. The Community Leader role is an addition to Resident Assistant duties.

This position is only open to returning RA staff.

Strengths and Key Points:

Students who thrive in this role have strong organizational skills, can help navigate conflict, and are interested in learning how to lead. In addition to being strong community builders who want to foster connections among residents.

Reports to

The Residential Life Coordinator (RLC) is responsible for Student Staff supervision, evaluation, and communication of general information between the Department of Residence Life and the Student Staff for an assigned area/building.

Job Summary

- Serve as an asset to the RLC within a residential community, collaborating with everyday tasks, tracking resources, and assisting with ESA meetings;
- Act as a valuable resource, mentor, and collaborative team member for the Residential Life staff;
- Partner with RAs and/or RLC to mediate roommate and/or community conflict;
- Assist the RLC with resident check-out procedures and room inspections;
- Create a meaningful, inclusive community through intentional relationships with assigned residents;
- Provide informative and creative materials within your assigned Residence Hall including Door Decs/Decor, Monthly Bulletin Boards, and opening hall preparation;
- Participate in semester check-ins with residents, providing resources and advocating for students to voice their needs;
- Lead program shopping efforts and collaborate with the RLC to manage, maintain, and track budgets within ChromeRiver and Microsoft Excel
- Provide programming to the residential community as required and/or needed;
- Collaborate with other Residential Life staff to assist in incident response, lockouts, and the check-in/check-out process;
- Uphold the Student Code of Conduct and address any community or individual violations;

- Serve in the RA On Duty rotation for campus-wide on call response;
- Prioritize attendance of required meetings, such as supervisor 1:1s, weekly staff meetings, etc.;
- Maintain weekly office hours as needed in your assigned building to offer assistance and support;

Time Commitment

- On average, the CL role is expected to work 5 hours weekly in addition to the estimated 10 hours in their RA capacity for a total of 15 hours. CLs can expect to work increased hours during peak operational times such as opening and closing in the Fall and Spring semesters.
- CLs may apply for other Residential Life positions, with the exception of Move-in Crew;
- CLs are required to complete an online training module in the Summer and fully attend ResLife Staff Training in the Fall;

Employment Details

- The CL employment period is for one academic year beginning in August 2025 and ending at the end of the Spring 2026 semester.
- CLs must maintain a minimum cumulative grade point average of 2.5 and are expected to follow the GPA Policy
- CLs are expected to adhere to all university policies, including the alcohol policy.

Compensation

Community Leaders receive compensation as an RA for a Full, Private Room and ½ the Weekly 14 Dining Plan (est. \$13,000) plus the remaining ½ of the Weekly 14 Dining Plan (est. \$3,000). Depending on the year, because costs change yearly, this amounts to over \$16,000.

If a CL works an average of 15 hours a week in a 16-week semester, this is a rate of about \$33 an hour.

CL Compensation is placed as a scholarship on the student's account. As such, the CL role does not count toward hours worked in an hourly on campus job. If the student is not in need of the full scholarship amount, the award will be lessened to only cover the amount needed. This may not be advantageous to students with current substantial financial aid.

Job Separation:

Should an RLA separate from their role prior to the end of the contract, the student may be responsible for the remainder of their room and board billing, prorated based on the time left in the term, at employer's discretion.

For questions regarding ResLife Staff positions and hiring, please contact [your RLC](#) or any member of our ResLife Pro Staff.

We are committed to ensuring an inclusive and accessible application process for all candidates. If you are in need of accommodations, please reach out to housing@ju.edu so that we can work to support your needs.